



THE ADMINISTRATOR OF THE ENVIRONMENTAL PROTECTION AGENCY

WASHINGTON, D.C. 20460

DEC - 7 2016

MEMORANDUM

SUBJECT: Relocations within the EPA to Further Elevate Agency Focus on Federal Civil Rights Responsibilities and Intergovernmental Relations

FROM: Gina McCarthy

A handwritten signature in dark ink, appearing to read "Gina McCarthy", is written over the "FROM:" line and extends into the "TO:" line.

TO: General Counsel
Assistant Administrators
Inspector General
Chief Financial Officer
Chief of Staff
Associate Administrators
Regional Administrators

Today I am taking two actions to further strengthen the U.S. Environmental Protection Agency's efforts to ensure compliance with federal civil rights laws, including Title VI of the Federal Civil Right Act, and to enhance the EPA's efforts to coordinate among regional, state and local entities.

I am placing these civil rights responsibilities in the Office of General Counsel to merge the legal expertise of that office with the policy expertise of the External Compliance Staff from the Office of Civil Rights. The Civil Rights Act of 1964 provides that no person in the United States shall be excluded on the grounds of race, color or national origin from participation in, be denied the benefits of or be subjected to discrimination under any program or activity receiving federal financial assistance.

OCR currently administers the External Compliance and Complaints Program to include Title VI to ensure that any program that receives EPA funds complies with federal nondiscrimination laws. There has traditionally been and currently is an extensive degree of coordination required between OCR and OGC in reviewing complaints of discrimination. OCR's External Complaints staff, which has worked tirelessly in the mission to ensure compliance with the Civil Rights Act, will join OGC's team in an effort to strengthen efficiencies and provide greater cohesion and support in advancing this mission.

Given the importance of the issues and their complexity, I have also elected to establish a new senior executive service position in the Office of General Counsel to exclusively focus on our federal civil rights laws, including Title VI, ensuring these complaints are responded to in a timely and thorough manner.

Within the Office of Congressional and Intergovernmental Relations in the Office of the Administrator I have decided to merge the regional operations staff into the state and local relations staff currently located within the Office of Intergovernmental Relations. These offices already work closely with each

other and will perform more effectively as a single unit, particularly as they coordinate these functions across headquarters and regional offices.

I ask OCR, OGC, OCIR and the Office of Administration and Resources Management to work together to take the necessary steps and put in place the documentation to reflect these organizational changes and to inform and involve our union partners as appropriate.

I appreciate your continued support of these important priority areas as we complete this effort.



REORGANIZATION PROPOSAL

*The Reorganization Proposal form must be completed, signed by your Assistant Administrator/Regional Administrator, and submitted to Troy Boxton, OARM, Office of Human Resources, Policy, Planning and Training Division and to your designated HR Shared Service Center Representative via **email and hardcopy** for review. Please complete this form in its entirety and submit with all required documents and approvals; forms are available at <http://intranet.epa.gov/ohr/programs/reorg/start.htm>. **If you have any questions regarding completion of this form, please see page 2 for Troy's contact information.***

A. CONCISE STATEMENT OF CHANGE

1. Provide an executive summary that succinctly explains the proposed change(s) (one paragraph or less).

The Administrator has directed (1) the transfer of the External Compliance and Complaints Program from the Office of Civil Rights within the Office of the Administrator to the Office of the General Counsel; and (2) State Partnership Staff and the Regional Operations Staff into a single organization within the Associate Administrator for Congressional and Intergovernmental Relations in the Office of the Administrator. Transfer of the External Compliance and Complaints Civil Rights responsibilities, including Title VI, will merge OGC's legal expertise with the policy expertise of the External Compliance Staff from OCR. There has traditionally been an extensive degree of coordination required between OCR and OGC in reviewing complaints of discrimination. Transferring the External Compliance and Complaints Program to OGC will provide greater cohesion and support in advancing the program's mission of ensuring that no person in the United States shall be excluded on the grounds of race, color or national origin from participation in, be denied benefits of or be subjected to discrimination under any program or activity receiving federal financial assistance, while minimizing inefficiencies. The Regional Operations Staff and the State Partnership Staff, two staffs that already work closely with each other, will be merged into a single organization. This will allow them to work more effectively as a single unit as they coordinate these functions across headquarters and regional offices.

2. Describe the title(s) of the unit(s) affected.

External Compliance Staff; State Partnership Staff and the Regional Operations Staff.

3. Explain the change purpose (e.g., whether the change is due to a new legislative authority, new program authority or shifts in program emphasis).

Transfer of the External Compliance Staff from OCR to OGC will merge OGC's legal expertise with OCR's External Compliance and Complaints Program policy expertise and allow for better coordination and effectiveness of the Agency's Civil Rights program.

The consolidation of two small staffs in OCIR will increase effectiveness and allow for better coordination of their programmatic responsibilities across headquarters and regional offices.

4. Discuss the progress to date based on communications with level approvers and discussions with stakeholders, unions, SSCs, etc.



REORGANIZATION PROPOSAL

The Administrator's Office has discussed this move with senior management within OA as well as OGC. Management has engaged and consulted with the Office of Human Resources and the Shared Service Center in development of this reorganization package. A briefing with AFGE and NTEU will be scheduled in the near future; information will be shared with OCR and OCIR staff after the briefing with the unions.

5. Describe the benefits of this change(s) to the agency (e.g., increased accountability, enhanced communication and coordination, improved efficiency).

Transferring the External Compliance and Complaints Program to OGC will provide greater cohesion and support in advancing the program's mission, while minimizing inefficiencies. The consolidation of two small staffs in OCIR will increase effectiveness and allow for better coordination of their programmatic responsibilities across headquarters and regional offices.

6. Is there an impact between AA/RA offices, between offices within an AA office or between Regional divisions?

Yes. The reorganization will transfer the External Compliance Staff from OCR in OA to OGC.

B. ANALYSIS OF IMPACT ON PERSONNEL

1. Will there be an impact on the supervisor-to-staff ratio at the AAship/RAship level? (Contact your HRO/PMO for the current ratio). ☐ No ☒ Yes

If yes, please explain and include your present AAship/RAship supervisor-to-staff ratio and the proposed AAship/RAship supervisor-to-staff ratio.

This reorganization will have only minor impacts on the supervisor-to-staff ratios. Within the Office of the Administrator the ratio will change from 1:6.6 to 1:6.7. Within the Office of the General Counsel, the ratio will change from 1:9.7 to 1:9.6.

2. Will this proposed reorganization: (a) Eliminate positions; (b) Cause a reduction in force; (c) Change how positions are graded; (d) Add new functional units; or (e) Support a VERA/VSIP? ☐ No ☒ Yes

This reorganization will result in the elimination of one supervisory position within AA/OCIR as a result of combining the State Partnership Staff with the Regional Operations Staff. There will also be a reduction of one supervisory position within OCR due to the transfer of the External Compliance Staff to OGC.

3. Will there be an impact on the diversity of the organization? ☒ No ☐ Yes

If yes, please explain.

C. ADMINISTRATIVE ISSUES *(Failure to address all administrative issues may result in a delay in the implementation of the reorganization.)*



REORGANIZATION PROPOSAL

1. Will there be any physical moves of staff? ☒ No ☐ Yes

If yes, please explain.

This reorganization will not involve any physical moves of staff at this time. There may be physical moves of staff to difference office space in the future.

2. Will new space be required? ☒ No ☐ Yes

If so, have all technical (computer, telecommunications, etc.) needs been assessed?

3. Will the reorganization require new information systems/technologies, or significant changes to existing ones, and (if so) has it been acquired? ☒ No ☐ Yes

If yes, please explain.

4. Will there be any budgetary impacts? **If yes, please explain in detail.** ☐ No ☒ Yes

All of the financial resources associated with the External Compliance Staff both programmatic resources and administrative resources will be reprogrammed from OA to OGC.

D. EPA DIRECTIVES

1. Will any Delegations of Authority, Orders or Manuals be affected? ☐ No ☒ Yes

Agency Order 4701 "Title VI Case Management Protocol" will need to be revised to reflect the changes resulting from the transfer of this program to OGC. We will work with OHR to make the necessary changes.

E. ATTACHMENTS *(Use the forms provided)*

1. Staffing Plan Crosswalk *(Use Staffing Plan Template)*. Contact your servicing HR SSC for information *(Do not include social security numbers)*.
2. Current Organizational Chart.
3. Proposed Organizational Chart *(Must include all organization levels)*.
4. Current Functional Statement.
5. Proposed Functional Statement *(Must include all reporting levels)*.

Assistant Administrator/Regional Administrator Approval

Name: Matthew R. Fritz

Title: Chief of Staff, Office of the Administrator

Signature:

Date:

6/7/16


Human Resources Office/Program Management Office Reviewed

Name: Reginald Allen

Title: Director, Office of Administration and Executive Services



REORGANIZATION PROPOSAL

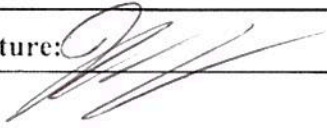
Signature: 

Date: 7 Dec 2016

Human Resources Shared Service Center Approval (Certifies Receipt of this Package)

Name: Jeremy Taylor

Title: Acting Director, Human Resources
Management Division, OARM-RTP

Signature: 

Date: 12/8/16

Contact Information:

Troy Boxton, Management Analyst
Office of Administration and Resources Management
Office of Human Resources
Policy, Planning and Training Division
Workforce Planning Branch
1200 Pennsylvania Avenue, N.W.
Room 1419 WJC East MC-3600A
Washington, D.C. 20460
Office: (202) 564-7419
Fax: (202) 564-1928
boxton.troy@epa.gov

ORGANIZATION NAME: State Partnership & Regional Operations Staff (within Assoc Admin for CIR in OA)

PROPOSED: State & Regional Partnership Staff, A0FCA000 (New title)

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
A0FCA000	SPS	OSINSKI, MICHAEL T. ¹	Supvy Program Analyst, GS-343-15	NC	13909	L	
A0FCA000	SPS	BARBERY, ANDREA	Program Analyst, GS-343-13	NC	26021	L	
A0FCA000	SPS	DEXTER-LUFFBERRY, MICHAEL	Environ Prot Specialist, GS-028-11	NC	2334414	L	
A0FCC000	ROS	JOHNSTON, V KHANNA ²	Supvy Program Analyst, GS-343-15	NC	19967	L	
A0FCC000	ROS	NITSCH, CHAD W.	Program Analyst, GS-343-13	NC	27056	L	
A0FCC000	ROS	ZAWLOCKI, CHRISTINE M. ³	Program Analyst, GS-343-13	NC	11145	L	
A0FCC000	ROS	KENT, ALISON R.	Program Analyst, GS-343-09	NC	2333723	L	

¹ Employee is currently on a detail to OGD in OARM

² Employee is currently on a detail to the Science Advisory Board

³ Employee is on a detail to OITA

STAFFING PLAN CROSSWALK FORM

NOTE(s): All eight columns must be completed by the program office. See instruction tab for detailed procedures on crosswalk completion. Please briefly explain proposed changes in the notes column, including the use of any standard position descriptions.

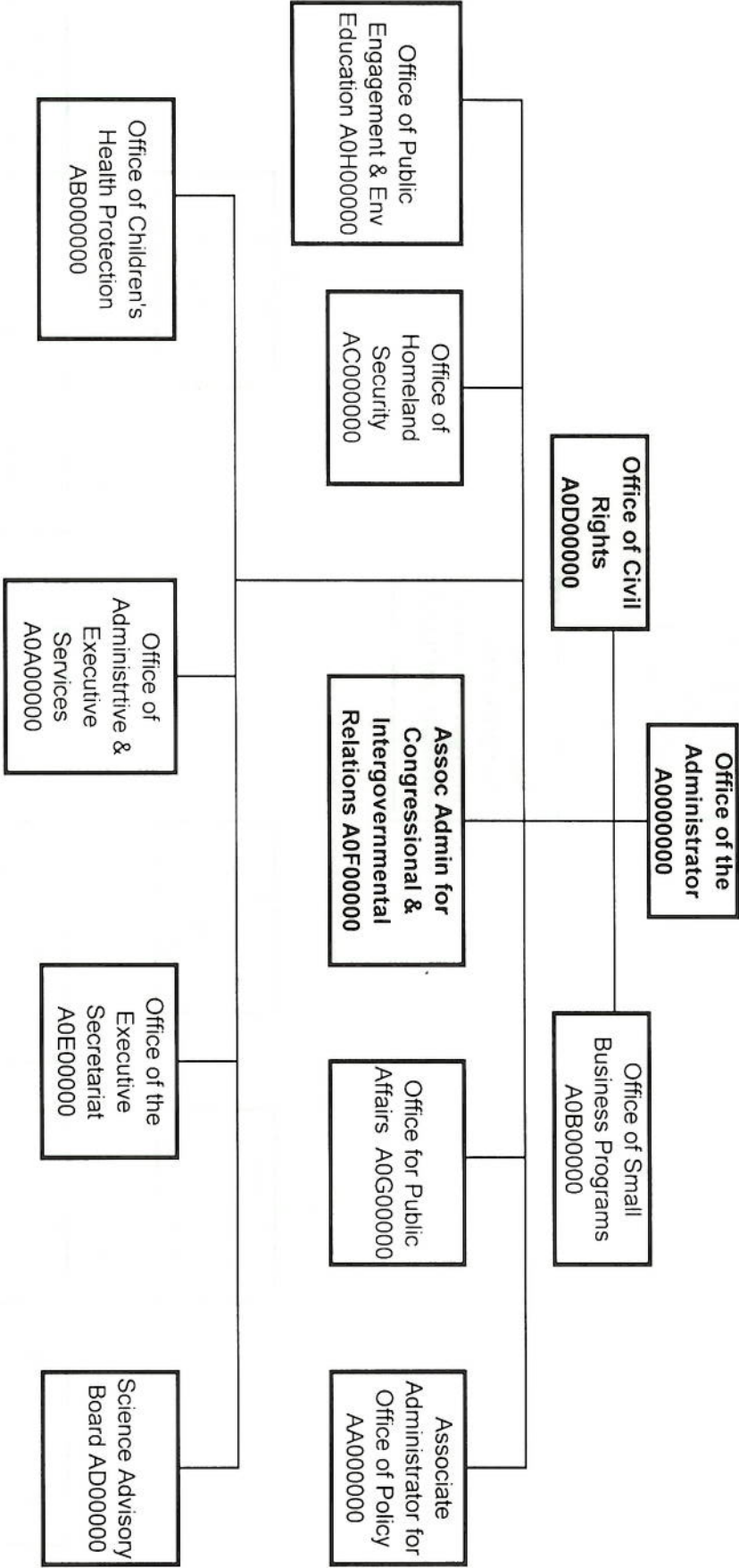
ORGANIZATION NAME: Office of External Compliance

PROPOSED: Office of External Compliance, CL000000 (New org and title)

(A) Current Org Code	(B) Current Acronym	(C) Employee Name	(D) Current Position Title/Series/Grade	(E) Proposed Position Title /Series/Grade (If Changed)	(F) Empl ID	(G) Realign (L)/Reassign (R)/No Change (NC)	(H) Notes
			Vacant Supervisory Position	ES-905-00			
A0DB0000	ECS	COVINGTON, JERYL W	Environ Prot Spec, GS-0028-14	NC	33939	L	
A0DB0000	ECS	FARRELL, ERICKA S.	Prog Analyst, GS-0343-13	NC	25259	L	
A0DB0000	ECS	KEELER, KATSUMI	Environ Prot Spec, GS-0028-13	NC	33928	L	
A0DB0000	ECS	MARTINEZ, BRITTANY L.	Prog Analyst, GS-0343-13	NC	25910	L	
A0DB0000	ECS	NIEVES-MUNOZ, WALESKA	Environ Prot Spec, GS-0028-13	NC	19998	L	
A0DB0000	ECS	PETERSON, SAMUEL C.	Equal Opportunity Invest, GS-1860-13	NC	29642	L	
A0DB0000	ECS	STEIN, JONATHAN M.	Attorney-Adviser, GS-0905-13	NC	33232	L	
A0DB0000	ECS	KHAN, ZAHRA I.	Attorney-Adviser, GS-0905-12	NC	2333127	L	

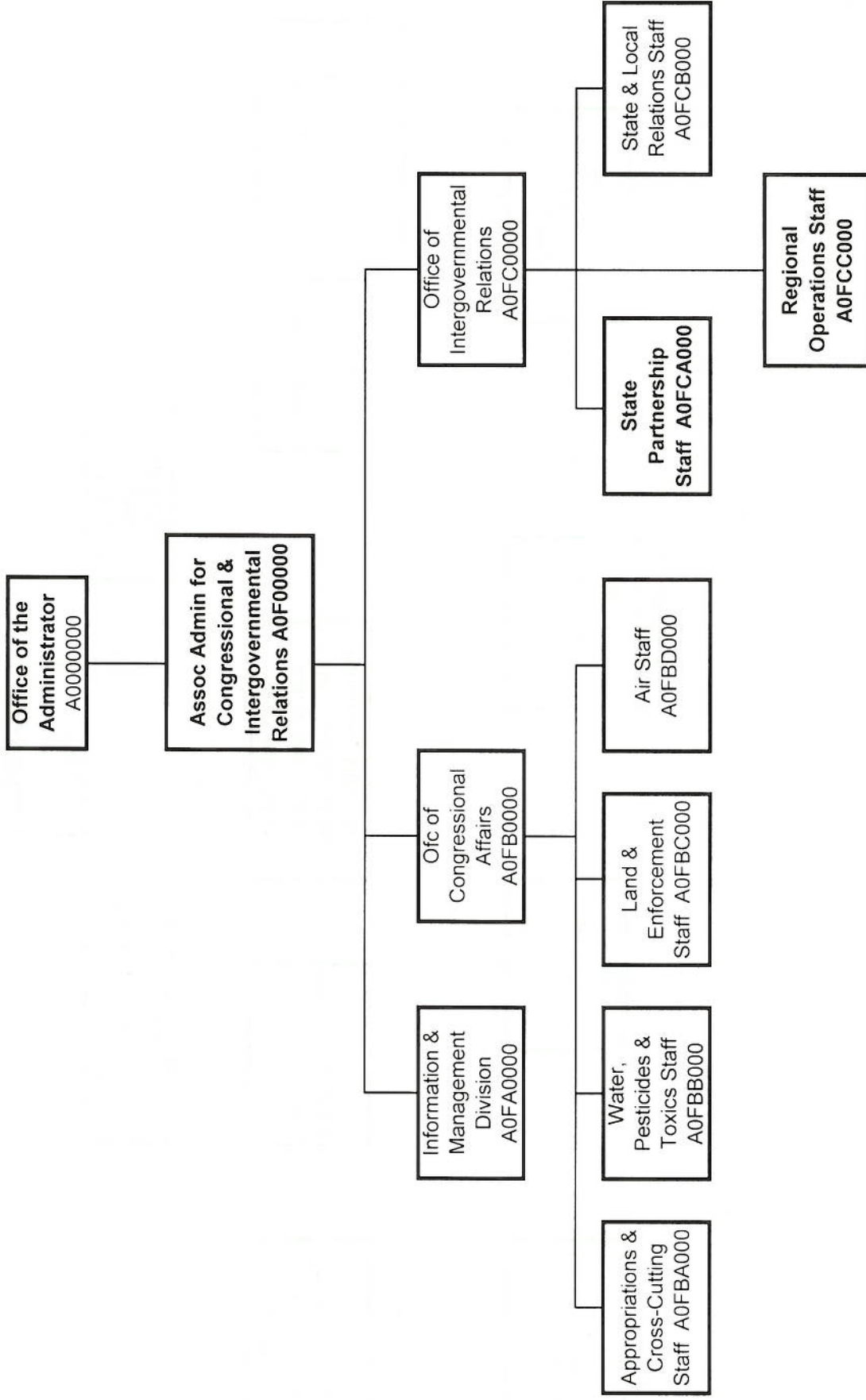
CURRENT ORGANIZATIONAL STRUCTURE - OFFICE OF THE ADMINISTRATOR*

*Showing impacted organizations in light yellow

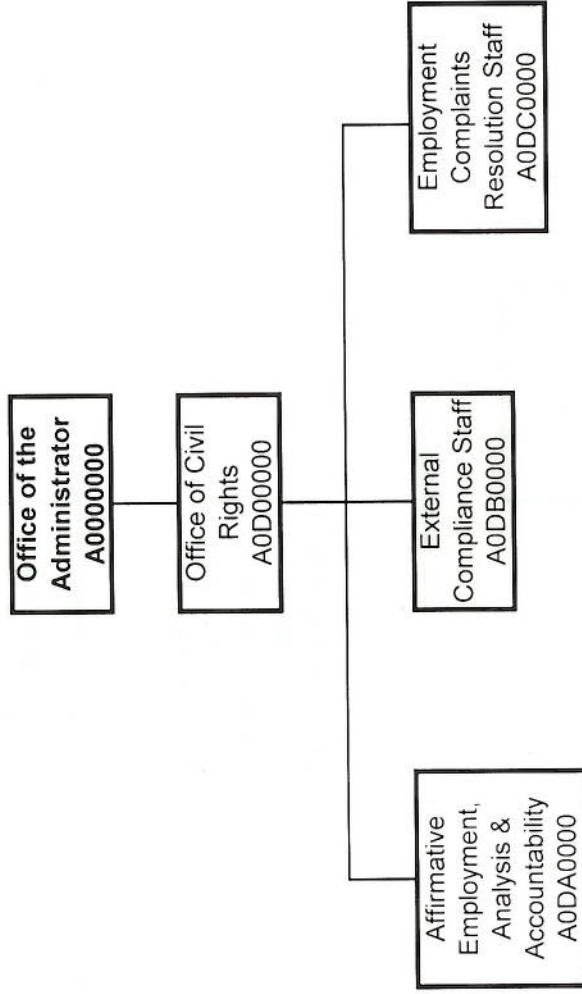


CURRENT ORGANIZATIONAL STRUCTURE

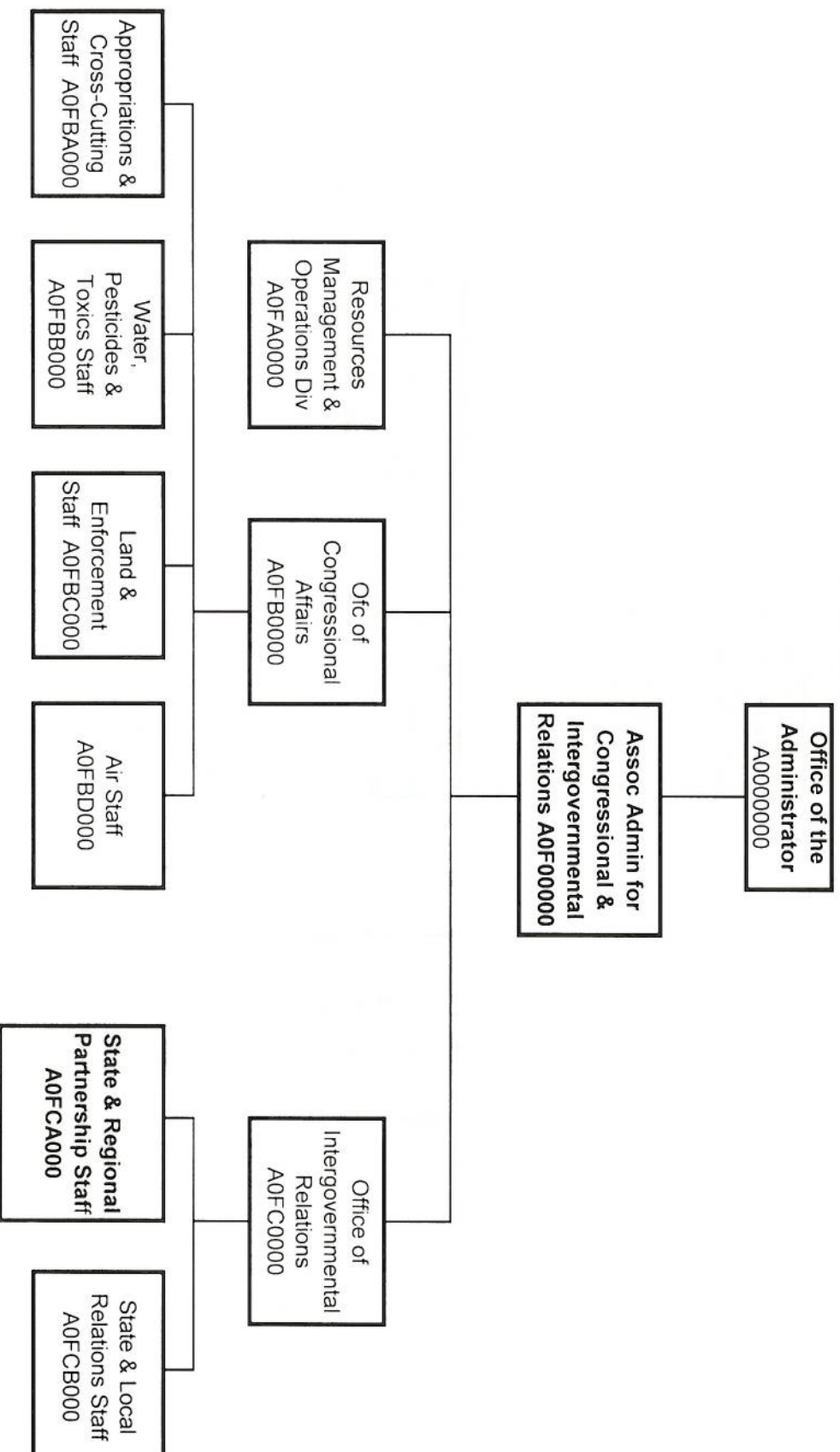
Associate Administrator for Congressional & Intergovernmental Relations, within OA



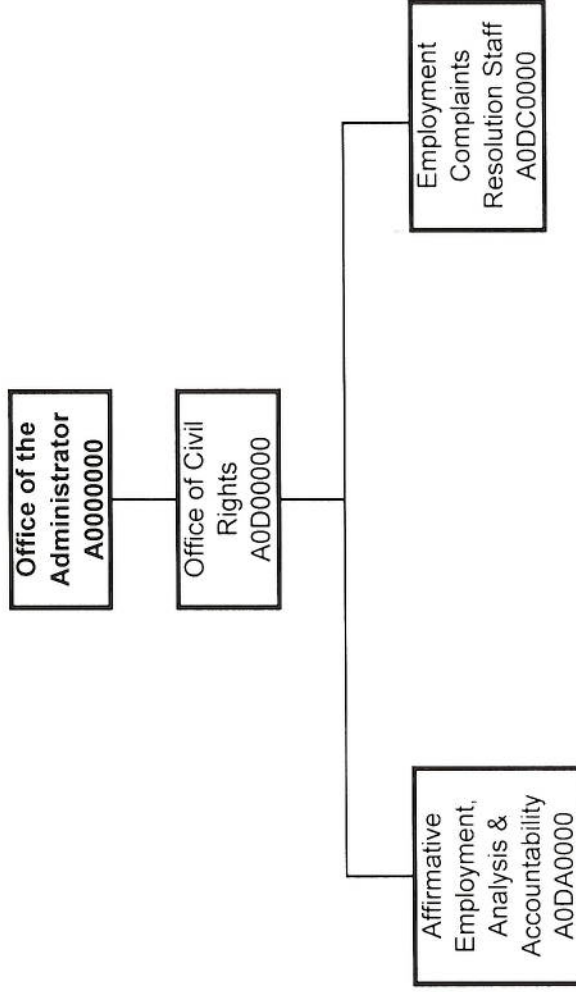
CURRENT ORGANIZATIONAL STRUCTURE - OFFICE OF THE ADMINISTRATOR
Office of Civil Rights, within OA



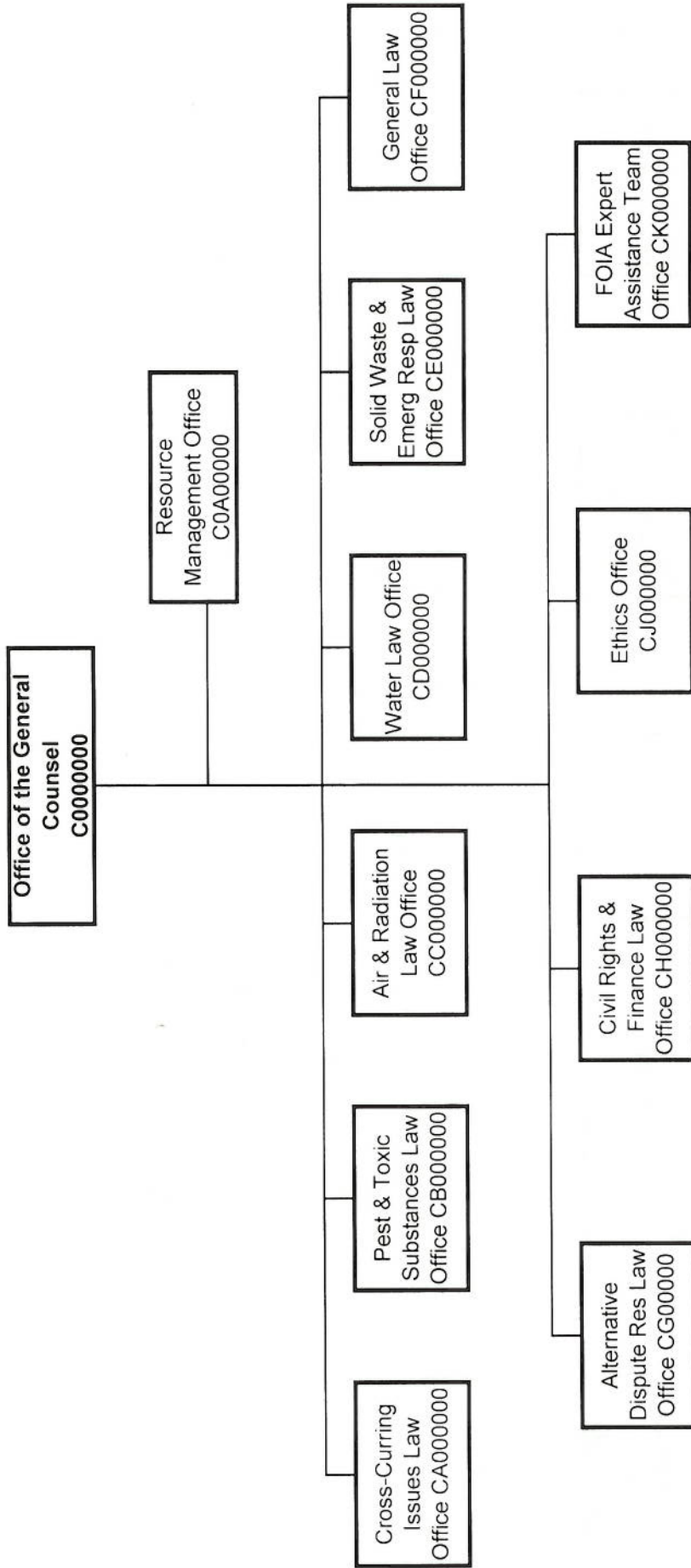
PROPOSED ORGANIZATIONAL STRUCTURE
Associate Administrator for Congressional & Intergovernmental Relations, within OA



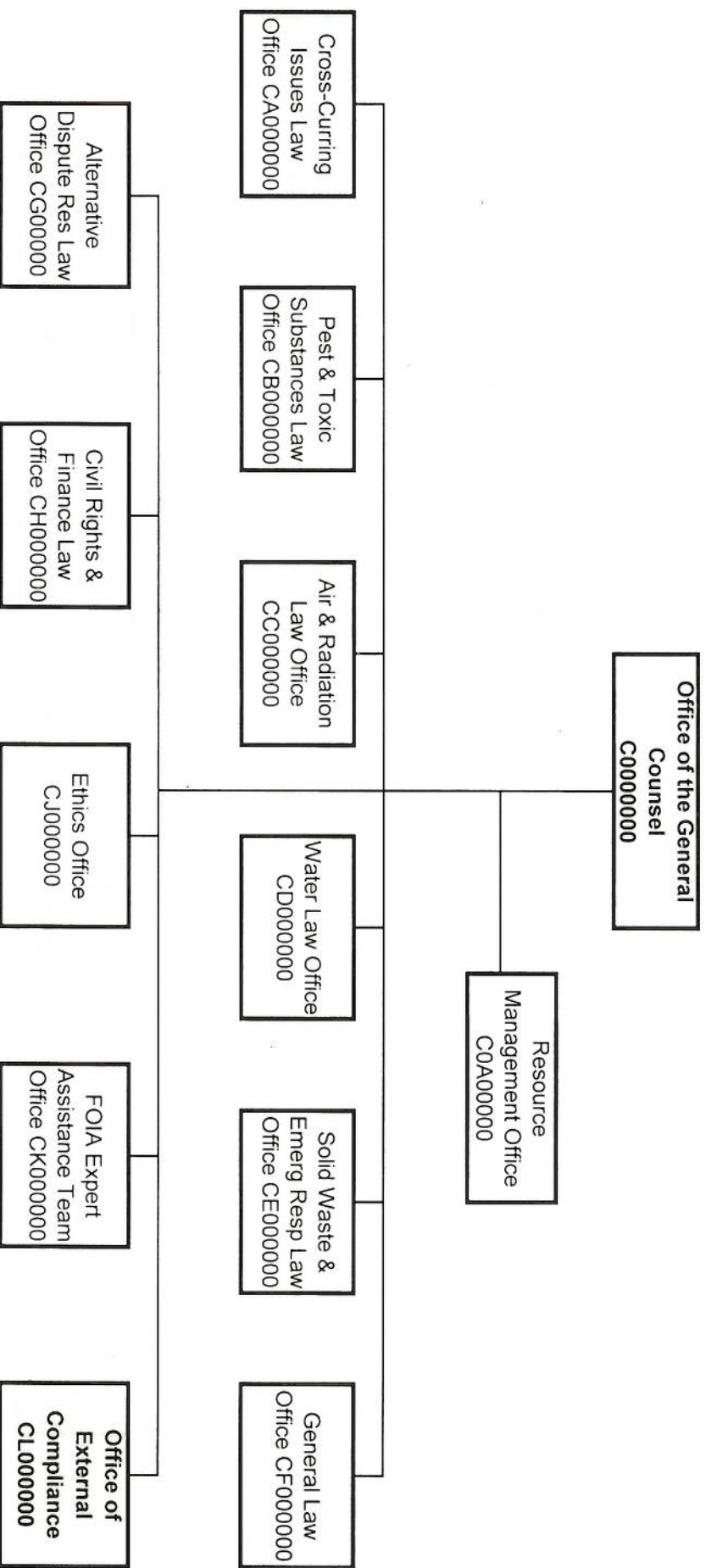
PROPOSED ORGANIZATIONAL STRUCTURE - OFFICE OF THE ADMINISTRATOR
Office of Civil Rights, within OA



CURRENT ORGANIZATIONAL STRUCTURE - OFFICE OF THE GENERAL COUNSEL



PROPOSED ORGANIZATIONAL STRUCTURE - OFFICE OF THE GENERAL COUNSEL



Current Functional Statement

DIVISION: Office of Civil Rights

OFFICE: Office of the Administrator

HEADQUARTERS OR REGIONAL OFFICE: Office of the Administrator

ORGANIZATION HEAD: Director, Office of Civil Rights

REPORTS TO: The Administrator/Deputy Administrator

FUNCTIONS: The Office of Civil Rights (OCR), under the supervision and management of the Director, reports to the Agency Administrator and serves as the principal adviser to the Administrator with respect to EPA's nationwide internal and external equal opportunity and civil rights program and policies. As such, OCR is responsible for:

- Ensuring equal opportunity and non-discrimination in employment at EPA in accordance with Title VII of the Civil Rights Act of 1964, as amended, and the other applicable civil rights statutes, Executive Orders, and implementing directives;
- Implementation of the Agency's Special Emphasis programs, the purposes of which are to address concerns, needs, and aspirations of women, Hispanics, African Americans, and Asian Pacific Islander Americans;
- Implementation of the Agency's Diversity Programs for older workers and discrimination based on sexual orientation; the purposes of which are to address concerns, needs, and aspirations of workers over the age of 40 and workplace discrimination in the gay, lesbian, bi-sexual and transgendered communities;
- Assuring that recipients of EPA financial assistance do not discriminate on the basis of race, color, national origin, sex, age or disability in accordance with Title VI of the Civil Rights Act of 1964 and the other external civil rights statutes;
- Overseeing EPA's responsibilities for fair housing pursuant to Title VIII of the Civil Rights Act of 1968 and directives of the Department of Housing and Urban Development;
- Overseeing the exercise of Agency responsibilities regarding enforcement of Title IX of the Education Act Amendments of 1972, prohibiting discrimination on the basis of sex;
- Implementation of the Reasonable Accommodation Program mandated by the Americans with Disabilities Act (ADA) and the ADA Amendments of 2009; and
- Providing Alternative Dispute Resolution (ADR) awareness training, outreach, and consultation services for Headquarters employees.

The Headquarters OCR has the following subcomponents:

EXTERNAL COMPLIANCE STAFF: The External Compliance Staff manages the Agency's Title VI Program. As such, it is responsible for ensuring that recipients of EPA financial assistance do not discriminate on the bases of race, color, national origin, sex, age or disability in accordance with Title VI of the Civil Rights Act of 1964, as amended, and other external civil rights statutes. The

staff is responsible for the receipt, review, investigation and resolution of complaints of discrimination submitted to EPA alleging discrimination by a recipient of EPA financial assistance. The staff is under the supervision of the Assistant Director for External Compliance.

EMPLOYMENT COMPLAINTS RESOLUTION STAFF: The Employment Complaints Resolution Staff manages the Agency's Discrimination Complaints Program pursuant to Title VII of the Civil Rights Act, as amended, and the other nondiscrimination statutes. The staff is responsible for ensuring that all EPA employees and applicants for employment are afforded equal employment and advancement opportunities without regard to race, color, national origin, sex, age, religion, disability, reprisal, sexual orientation, or parental status. The staff receives, investigates and makes the final Agency decision on complaints of discrimination filed with EPA under Title VII. It also oversees the selection and training of EEO counselors, the administering of ADR for complaints under Title VII, and maintenance of the Title VII case tracking system. The staff is under the supervision of the Assistant Director for Employment Complaints Resolution.

AFFIRMATIVE EMPLOYMENT AND DIVERSITY STAFF: The Affirmative Employment and Diversity Staff is responsible for ensuring the implementation of the Agency's Special Emphasis Programs. These programs are targeted to address the concerns, needs, and aspirations of women and minorities within EPA. Additionally, the staff plans, develops and monitors implementation of the Agency's Affirmative Employment Plan, and performs periodic and/or special studies of civil rights and equal opportunity programs. The staff is under the supervision of the Assistant Director for Affirmative Employment and Diversity.

Proposed Functional Statement

DIVISION: Office of Civil Rights

OFFICE: Office of the Administrator

HEADQUARTERS OR REGIONAL OFFICE: Office of the Administrator

ORGANIZATION HEAD: Director, Office of Civil Rights

REPORTS TO: The Administrator/Deputy Administrator

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- Ensuring equal opportunity and non-discrimination in employment at EPA in accordance with Title VII of the Civil Rights Act of 1964, as amended, and the other applicable civil rights statutes, Executive Orders, and implementing directives;
- Implementation of the Agency's Special Emphasis programs, the purposes of which are to address concerns, needs, and aspirations of women, Hispanics, African Americans, and Asian Pacific Islander Americans;
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Proposed Functional Statement

OFFICE: Office of External Compliance

HEADQUARTERS OR REGIONAL OFFICE: Office of the General Counsel

ORGANIZATION HEAD: Associate General Counsel Director (OCE)

REPORTS TO: The Principal Deputy General Counsel/General Counsel

OFFICE OF EXTERNAL COMPLIANCE: The Office of External Compliance manages the Agency's Title VI Program. As such, it is responsible for ensuring that recipients of EPA financial assistance do not discriminate on the bases of race, color, national origin, sex, age or disability in accordance with Title VI of the Civil Rights Act of 1964, as amended, and other external civil rights statutes. The staff is responsible for the receipt, review, investigation and resolution of complaints of discrimination submitted to EPA alleging discrimination by a recipient of EPA financial assistance. The staff is under the supervision of the Associate General Counsel for External Compliance.

Current Functional Statement

OFFICE: Office of Congressional and Intergovernmental Relations

HEADQUARTERS OR REGIONAL OFFICE: Office of the Administrator

ORGANIZATION HEAD: Associate Administrator for Congressional and Intergovernmental Relations

REPORTS TO: Chief of Staff, Office of the Administrator

FUNCTIONS: The Associate Administrator for Congressional and Intergovernmental Relations serves as the principal advisor to the Administrator on all Congressional Affairs and Regional, State and local governmental relations. The Office of Congressional and Intergovernmental Relations serves as EPA's principal point of contact for Congress, Regions, States, and local governments and is the coordination point for interaction by other Agency offices and officials with these entities. The Office serves as the liaison for the Agency with the national associations for State and local officials, including, but not limited to, the so-called Big Seven. The Office recommends and coordinates personal involvement by the Administrator/Deputy Administrator in relations with Congress, Regions, States, and local governments. All of the functions and responsibilities of the Associate Administrator apply to Agencywide programs and initiatives.

Within the Agency, the Office ensures the integration of Headquarters' policy and concerns into Regional office operations, as well as the incorporation of Regional office views and needs in the formulation of Agency and National policy and decision-making processes. The Office serves as the Regional liaison and program manager for planning and resource functions for specific Regional programs. The Regional liaison role involves coordination of logistics, agendas, and subject matter material for routing special, and "hot issue" meetings/conference calls of EPA and Regional senior leaders; coordination and maintenance of the Lead Region System which enhances Regional participation in Agency decision-making; serving as champion/advocate for the Regions in obtaining information from appropriate HQ and Regional Offices to support Regional Administrator and Deputy Regional Administrator decision-making; and may also include collection and distribution to Regional senior managers of any available current information and perspectives related to rapidly emerging issues. The Office may also be responsible for development of "rapid summaries" of Regional perspectives on issues, special analyses, and tools for cross-Regional assessments. The Office is involved in resource monitoring and policy coordination of the Regional Geographic Initiative (RGI).

Externally, the Office serves as the point of contact for national associations and other groups representing State and local/small town governments, and for individual State and local/small town governments on environmental issues, programs, and initiatives. Working with regional and program offices, the Office identifies and seeks solutions to emerging intergovernmental issues. It ensures that State and local/small town perspectives are brought to bear in the development of EPA policies and programs in the media offices in compliance with the Regulatory Flexibility Act, the Small Business Regulatory Enforcement Fairness Act, the Unfunded Mandates Reform Act, and Executive Order 13132 on Federalism. The Office coordinates involvement by EPA officials with State and local/small town government officials and communicates through the appropriate Agency and other forums. The Office coordinates and provides technical assistance between Headquarters/Regional components and State and local/small town governments in resolving broad, issue-oriented intergovernmental problems. It works with Regional Administrators to develop and encourage adoption of improved methods for dealing with State and local/small town governments on specific EPA initiatives, coordinates the development and implementation of the Agency's efforts to redefine EPA/State Relations under the National Environmental Performance Partnership System (NEPPS), and manages and supports the Agency's Local Government Advisory Committee (LGAC), the Small Community Advisory Subcommittee (SCAS).

Proposed Functional Statement

OFFICE: Office of Congressional and Intergovernmental Relations

HEADQUARTERS OR REGIONAL OFFICE: Office of the Administrator

ORGANIZATION HEAD: Associate Administrator for Congressional and Intergovernmental Relations

REPORTS TO: Chief of Staff, Office of the Administrator

FUNCTIONS: The Office of Congressional and Intergovernmental Relations (Office) serves as EPA's principal point of contact for Congress, Regions, States, and local governments and is the coordination point for interaction by other Agency offices and officials with these entities. The Office is comprised of two main components, the Office of Congressional Affairs and the Office of Intergovernmental Relations. Interactions with Congress are managed out of the Office of Congressional Affairs, the staff of which is responsible for specific programmatic areas of the Agency. The Office of Intergovernmental Relations manages interactions with state and local governments and serves as the liaison for the Agency with the national associations for State and local officials, including, but not limited to, the so-called Big Seven. The Office recommends and coordinates personal involvement by the Administrator/Deputy Administrator in relations with Congress, Regions, States, and local governments. All of the functions and responsibilities of the Office apply to Agencywide programs and initiatives.

Within the Agency, the Office ensures the integration of Headquarters' policy and concerns into Regional office operations, as well as the incorporation of Regional office views and needs in the formulation of Agency and National policy and decision-making processes. The Office serves as the Regional liaison and program manager for planning and resource functions for specific Regional programs. The Regional liaison role involves coordination of logistics, agendas, and subject matter material for routing special, and "hot issue" meetings/conference calls of EPA and Regional senior leaders; coordination and maintenance of the Lead Region System which enhances Regional participation in Agency decision-making; serving as champion/advocate for the Regions in obtaining information from appropriate HQ and Regional Offices to support Regional Administrator and Deputy Regional Administrator decision-making; and may also include collection and distribution to Regional senior managers of any available current information and perspectives related to rapidly emerging issues. The Office may also be responsible for development of "rapid summaries" of Regional perspectives on issues, special analyses, and tools for cross-Regional assessments. The Office is involved in resource monitoring and policy coordination of the Regional Geographic Initiative (RGI).

Externally, the Office serves as the point of contact for Congress, national associations and other groups representing State and local/small town governments, and for individual State and local/small town governments on environmental issues, programs, and initiatives. Facilitating interactions between Congress and EPA staff, the Office is responsible for communicating EPA's policies and responses to congressional inquiries. The Office also manages the EPA's congressional and gubernatorial correspondence process. Additionally, the Office is responsible for preparing Agency staff for engagements with Congress to include hearings and briefings. Working with regional and program offices, the Office identifies and seeks solutions to emerging intergovernmental issues. It ensures that State and local/small town perspectives are brought to bear in the development of EPA policies and programs in the media offices in compliance with the Regulatory Flexibility Act, the Small Business Regulatory Enforcement Fairness Act, the Unfunded Mandates Reform Act, and Executive Order 13132 on Federalism. The Office coordinates involvement by EPA officials with State and local/small town government officials and communicates through the appropriate Agency and other forums. The Office coordinates and provides technical assistance between Headquarters/Regional components and State and

Proposed Functional Statement

local/small town governments in resolving broad, issue-oriented intergovernmental problems. It works with Regional Administrators to develop and encourage adoption of improved methods for dealing with State and local/small town governments on specific EPA initiatives, coordinates the development and implementation of the Agency's efforts to redefine EPA/State Relations under the National Environmental Performance Partnership System (NEPPS), and manages and supports the Agency's Local Government Advisory Committee (LGAC), the Small Community Advisory Subcommittee (SCAS).

DIVISION: Resources Management and Operations Division

OFFICE: Office of Congressional and Intergovernmental Relations

HEADQUARTERS OR REGIONAL OFFICE: Office of the Administrator

ORGANIZATION HEAD: Director, Resources Management and Operations Division

REPORTS TO: Principal Deputy Associate Administrator for Congressional and Intergovernmental Relations

FUNCTIONS: The Resources Management and Operations Division provides administrative services and operational support for the Office of Congressional and Intergovernmental Relations (OCIR). The Division is responsible for: Managing the congressional and gubernatorial correspondence process; OCIR's Freedom of Information Act Request program; the personnel and budget function for the Office; Information Technology equipment and inventory services; and a host of other administrative and operational services that support the core functions of OCIR.

DIVISION: Office of Congressional Affairs

OFFICE: Office of Congressional and Intergovernmental Relations

HEADQUARTERS OR REGIONAL OFFICE: Office of the Administrator

ORGANIZATION HEAD: Deputy Associate Administrator, Office of Congressional Affairs

REPORTS TO: Associate Administrator for Congressional and Intergovernmental Relations

FUNCTIONS: The Office of Congressional Affairs (OCA) facilitates all legislative activity for the agency, serving as the point of contact for Congress. OCA is responsible for coordinating responses to inquiries from Congress, preparing agency witnesses to testify before congressional committees and works to develop and implement the legislative agenda for the agency, including legislative initiatives and proposals. The work of OCA is conducted through four staffs: The Air Staff, the Appropriations & Cross Cutting Staff; the Water, Pesticides and Toxics Staff; and the Land, Response and Enforcement Staff.

Proposed Functional Statement

BRANCH: Appropriations & Cross Cutting Staff

DIVISION: Office of Congressional Affairs

HEADQUARTERS OR REGIONAL OFFICE: Office of the Administrator

ORGANIZATION HEAD: Supervisory Program Analyst, Appropriations & Cross Cutting Staff

REPORTS TO: Deputy Associate Administrator, Office of Congressional Affairs

FUNCTIONS: The Appropriations & Cross Cutting Staff coordinates interactions between Congress and several of the EPA's program offices covering many cross cutting issues to include: Agency finances; Personnel; Research and Development; Policy; Children's health; and a host of others. The Appropriations & Cross Cutting Staff is responsible for the legislative activity associated with each of these areas.

BRANCH: Water, Pesticides & Toxics Staff

DIVISION: Office of Congressional Affairs

HEADQUARTERS OR REGIONAL OFFICE: Office of the Administrator

ORGANIZATION HEAD: Supervisory Program Analyst, Water, Pesticides & Toxics Staff

REPORTS TO: Deputy Associate Administrator, Office of Congressional Affairs

FUNCTIONS: The Water, Pesticides & Toxics Staff coordinates interactions between Congress and the EPA's Office of Water and the Office of Chemical Safety and Pollution Prevention. The Water, Pesticides and Toxics Staff is responsible for the legislative activity associated with the portfolios of each of these offices.

BRANCH: Land, Response and Enforcement Staff

DIVISION: Office of Congressional Affairs

HEADQUARTERS OR REGIONAL OFFICE: Office of the Administrator

ORGANIZATION HEAD: Supervisory Program Analyst, Land, Response and Enforcement Staff

REPORTS TO: Deputy Associate Administrator, Office of Congressional Affairs

FUNCTIONS: The Land, Response and Enforcement Staff coordinates interactions between Congress and the EPA's Office of Land and Emergency Management, the Office of Enforcement and Compliance Assurance, and the Office of Homeland Security. The Land, Response and Enforcement Staff is responsible for the legislative activity associated with the portfolios of each of these offices.

Proposed Functional Statement

BRANCH: Air Staff

DIVISION: Office of Congressional Affairs

HEADQUARTERS OR REGIONAL OFFICE: Office of the Administrator

ORGANIZATION HEAD: Supervisory Program Analyst, Air Staff

REPORTS TO: Deputy Associate Administrator, Office of Congressional Affairs

FUNCTIONS: The Air Staff coordinates interactions between Congress and the EPA's Office of Air and Radiation. The Air Staff is responsible for the legislative activity associated with the Office of Air and Radiation's portfolio.

DIVISION: Office of Intergovernmental Relations

OFFICE: Office of Congressional and Intergovernmental Relations

HEADQUARTERS OR REGIONAL OFFICE: Office of the Administrator

ORGANIZATION HEAD: Deputy Associate Administrator, Office of Intergovernmental Relations

REPORTS TO: Associate Administrator for Congressional and Intergovernmental Relations

FUNCTIONS: The Office of Intergovernmental Relations (OIR) facilitates interactions with states and local governments, and coordinates those activities with our regional offices around the nation. OIR serves as the point of contact for national associations and other groups representing State and local/small town governments, and for individual State and local/small town governments on environmental issues, programs, and initiatives. Working with regional and program offices, OIR identifies and seeks solutions to emerging intergovernmental issues

BRANCH: State and Regional Partnership Staff

DIVISION: Office of Intergovernmental Relations

HEADQUARTERS OR REGIONAL OFFICE: Office of the Administrator

ORGANIZATION HEAD: Director, State and Regional Partnership Staff

REPORTS TO: Deputy Associate Administrator, Office of Intergovernmental Relations

FUNCTIONS: The State and Regional Partnership Staff leads the development and implementation of the National Environmental Performance Partnership System between the EPA and the states; ensures the integration of Headquarters' policy and concerns into Regional office operations, as well as the incorporation of Regional office views and needs in decision-making. The State and Regional Partnership Staff also liaises with the Environmental Council of States on agency activity and coordinates and maintains the Lead Region Process, which enhances Regional participation in agency decision-making.

Proposed Functional Statement

BRANCH: State & Local Relations Staff

DIVISION: Office of Intergovernmental Relations

HEADQUARTERS OR REGIONAL OFFICE: Office of the Administrator

ORGANIZATION HEAD: Director, State & Local Relations Staff

REPORTS TO: Deputy Associate Administrator, Office of Intergovernmental Relations

FUNCTIONS: The State & Local Staff manages and monitors environmental issues with both national associations and individual state and local governments. Working with regional and program offices, the Office identifies and seeks solutions to emerging intergovernmental issues. The State & Local Staff ensures that State and local/small town perspectives are brought to bear in the development of EPA policies and programs in the media offices in compliance with the Regulatory Flexibility Act, the Small Business Regulatory Enforcement Fairness Act, the Unfunded Mandates Reform Act, and Executive Order 13132 on Federalism. Additionally, the State & Local Staff coordinates involvement by EPA officials with State and local/small town government officials and communicates through the appropriate agency and other forums.





*The title change proposal must be completed, signed by the Assistant Administrator/Regional Administrator, submitted to Troy Boxton, Office of Human Resources, Policy, Planning and Training Division and your designated HR Shared Service Center Representative via **email and hardcopy** for review. If there are any questions regarding this form, please refer to the agency's reorganization website for additional information at: <http://intranet.epa.gov/ohr/programs/reorg/steps.htm>*

MEMORANDUM

DATE:

SUBJECT: OA/OCIR/ Information Management Division Title Change Proposal

FROM: Robin Richardson 
Principal Deputy Associate Administrator, OCIR

THRU: Matthew R. Fritz 
Chief of Staff, OA

TO: Gary Parker, Chief
Workforce Planning Branch, OHR

Purpose:

OCIR is proposing to change the title of its information management division in order to better reflect the functional responsibilities of the organization.

Background:

Discussions regarding the name change have been held with OCIR management and with senior management within the Office of the Administrator.

Proposed Title Change:

Please provide the following information:

Current Organizational Title: Office of the Administrator, Office of Congressional and Intergovernmental Relations, Information Management Division

Proposed Organizational Title: Office of the Administrator, Office of Congressional and Intergovernmental Relations, Resources Management & Operations Division

Certifications:

Check all boxes that apply:

- X Staffing:** This title change proposal is changing our organizational title associated with each of our employees. There are no other staffing impacts.
- X Organizational Charts:** This title change proposal is changing our organizational title in our organizational charts. There are no other organizational impacts.
- X Functional Statements:** This title change proposal is changing our organizational title in our functional statements. There are no other functional impacts.

(11/2015 Edition)

REGION/AASHIP: OA & OGC

[illegible]

CURRENT ORGANIZATION NAME ¹	CURRENT ORG CODE ²	TYPE OF CHANGE (click on the cell drop down for change type)	NEW ORGANIZATION NAME ¹	NEW ORG CODE ² (optional)	New Org CITY	New Org STATE
State Partnership Staff	A0FCA000	Rename Org	State & Regional Partnership Staff	A0FCA000	Wash	DC
Information Management Division	A0FAA000	Rename Org	Resources Management & Operations Div	A0FAA000	Wash	DC
Regional Operations Staff	A0FCCA000	Delete Organization				
External Compliance Staff	A0DB0000	Delete Organization				
		New Organization	Office of External Compliance	CL000000	Wash	DC
NOTE:						

2 Organization Code is a 8 character field in Alpha/Numeric format.

RED - Delete Org, BLUE - Rename Org, GREEN - New Org